

Harpswell Community Garden
Garden Project Manager (Part-time, April through November)

This part-time position will support the engagement of gardeners and the broader community with the mission of Harpswell Community Garden and support certain activities within the garden. Working closely with the garden's leadership committee, duties include:

Support the HCG Committee's strategic planning efforts

- Participate in Committee meetings and take action on specific strategic planning efforts, such as gathering community input, researching community gardening models, etc.
- Help define specific plans and initiatives, including programs to pilot in support of the intended strategic direction.

Gardener and volunteer engagement

- In partnership with the Committee and Town staff, support a gardener and community communications effort focused on engagement and input.
- Identify and promote publicly-available educational programs and gardening resources.
- Schedule, promote, and coordinate volunteer workdays at the garden.
- Work with HCG plot holders to match them with volunteer activities to meet or exceed their minimum requested annual hours.
- Participate with the Committee in outreach and coordination of volunteer projects with our partners and local organizations.
- Support selected initiatives or pilot programs related to community gardening, such as gardener education, free plots for community organization use, etc.

Garden projects and maintenance

- Participate in onsite activities, such as moving compost, weed whacking, path restoration.
- Participate in maintaining common areas, irrigation system and garden equipment.
- Help develop process manuals for garden systems and equipment.

Qualifications Include: Capability in volunteer development and community research. Familiarity with community garden settings. Strong interpersonal communication skills, including confidence to seek input and encourage voluntarism. Ability to carry out at-garden tasks including lifting, bending, shoveling, and working in hot conditions. The selected candidate must have occasional transportation to Mitchell Field and be able to participate in video meetings.

Hours: Average of 8 hours/week over approximately 40 weeks (April – December). 320 hours maximum in 2023. There is flexibility in scheduling.

About Us: Based at Mitchell Field on Route 123, we offer organic gardening opportunities for Harpswell residents. We are a project of the town's Recreation Department. We receive financial support through grants from Harpswell Heritage Land Trust.

Pay: \$22/hour, may range based on skills and capabilities.

To Apply: Application forms available on www.harpswell.maine.gov or at the Town Office, 263 Mountain Rd., Harpswell. Submit completed applications in person or by email to: Gina Caldwell, Recreation & Community Services Director, Town of Harpswell, gcaldwell@town.harpswell.me.us

Position will remain open until filled.